

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) Operations – Stockton, CA	CLASS TITLE Senior Environmental Scientist (Supervisory)
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-0764-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general direction of an Environmental Program Manager I (Supervisory), the Senior Environmental Scientist (Supervisory) is responsible for supervising a team of scientists conducting real-time monitoring programs in the San Francisco Estuary. The Senior Environmental Scientist also plans and conducts research on San Francisco Estuary Ecology as related to incidental take permitting.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	ESSENTIAL FUNCTIONS: Supervision: Supervise Environmental Scientists, Senior Laboratory Assistants, Fish and Game Vessel Mates, Fish and Wildlife Technicians, and other temporary workers. Supervisory duties include: (1) Oversight of real-time monitoring surveys and short-term directed studies as necessary; (2) Assignment and monitoring of field, office, and laboratory duties; (3) Review, commenting, and submission of deliverables; (4) Hiring, training, and performance evaluations; (5) Staff development, work plan, and progress report preparation; (6) Budget preparation and monitoring; (7) Purchasing-document review and approval tracking; (8) Other assigned administrative duties; and (9) Participation on the Bay Delta Region Leadership Team.
20%	Interagency Coordination: Represent the California Department of Fish and Wildlife in interagency Project Work Teams and the Science Management and Program Support Teams, and coordinate with CDFW management and staff to support CDFW and other IEP projects. Coordinate the evaluation and exchange of information with professionals of other state and federal agencies. Develop coordinated work plans elements within the IEP. Review, evaluate, and help select project proposals for IEP funding. Collaborate with university researchers, private consultants, and the public who are involved in or are interested in research, particularly as related to long-term fish monitoring data.
15%	Data Analysis and Report Preparation: Prepare scientific reports and make oral presentations on the trends and biology of California Endangered Species Act (CESA)- and Federal Endangered Species Act (FESA)-listed fishes, and on their interactions with physical and biological habitat. Conduct complex statistical analyses using CDFW and other data. Develop new studies and research methods. Participate in IEP synthesis team endeavors. Publish analytical findings in the primary literature and in technical publications. Guide, assist, and collaborate with staff and other IEP researchers to do the same.

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10%	<p>Technical Guidance and Expertise: Function as the principal investigator over long-term monitoring surveys and as a CDFW expert on San Francisco Estuarine science. This may include some or all of the following: (1) Compose and/or consult on sections of CESA 2081 permits, Fish and Game Code (FGC) Section 1600 permits, FESA Biological Opinions and recovery plans, and other regulatory documents; (2) Recommend or plan research on the early life history, population dynamics, and habitat use of threatened and endangered species, other species of concern, and communities; and (3) Design analyses to evaluate the effectiveness of habitat restoration and regulatory limits on take of listed species.</p>				
10%	<p>Data Management: (1) Manage and protect databases, and (2) develop outlines for data management and metadata.</p>				
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attend relevant training and continuing education necessary to maintain and improve job skills. Complete Attendance Reports and other administrative tasks (e.g., vehicle Mileage Logs). Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) pursuing and completing pertinent formal educational opportunities (e.g., training and seminars); (2) participating in pertinent workshops, workgroups, and staff meetings; and (3) participating in activities to support IEP Operations Program 'infrastructure' (e.g., shop, Delta Base, and training material).</p> <p>Special Characteristics: Strong ability to mentor, lead, and supervise a diverse staff, inspire confidence in working relationships with employees, supervisors, and managers. Strong organizational and communication skills, a demonstrated ability to work independently, and high degree of initiative and flexibility. Willingness to work under the general direction of managers and executives and maintain a professional demeanor. Willingness to work unusual hours, including weekends and holidays.</p> <p>Interpersonal Skills: Ability to work independently and in a team setting, communicate politely, tactfully, and firmly as necessary. Demonstrates excellent listening and effective negotiation skills.</p> <p>Other: Possess a valid California Driver License. Comfortable working around the water, and ability to swim. Available to receive phone call during non-business hours, weekends, and holidays to respond to field operations and office emergencies.</p> <p>WORKING CONDITIONS:</p> <p>Using a computer keyboard for up to 8 hours each day, 5 days per week. Involves sitting most of the time, but may involve walking and standing for brief periods of time. Field work, meetings, and conferences may require long commutes, long workdays, and occasional overnight travel. Occasional work aboard a research vessel may occur in inclement weather or rough seas. Must be able to operate a motor vehicle and be prepared to travel using a State vehicle.</p>				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME James Hobbs, Environmental Program Manager I (Supervisory)	<table border="1"> <tr> <td data-bbox="901 1766 1373 1797">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1373 1766 1520 1797">DATE</td> </tr> <tr> <td data-bbox="901 1797 1373 1860"></td> <td data-bbox="1373 1797 1520 1860"></td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
SUPERVISOR'S SIGNATURE	DATE				
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.					

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PRINT EMPLOYEE'S NAME VACANT, Senior Environmental Scientist (Supervisory)		EMPLOYEE'S SIGNATURE	DATE